

PERFORMANCE WORK STATEMENT

FOR

VERTICAL TRANSPORTATION
EQUIPMENT (ELEVATOR) MAINTENANCE,
REPAIR, & INSPECTION SERVICES

Buckley AFB, CO

25 July 2016

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1. DESCRIPTION OF SERVICES. The Contractor shall provide all management, tools, supplies, equipment, parts and labor necessary to maintain, repair, and inspect the real property vertical transportation equipment (VTE) at Buckley Air Force Base in a manner that will ensure continuous and safe operation (full maintenance and repair with the exception of the exclusions listed in paragraph 2 below). The VTE and their locations are listed in Appendix A. NOTE: The term “VTE” in this Performance Work Statement (PWS) includes all equipment listed in Appendix A: freight and passenger elevators, escalators, and may include wheelchair/stair lifts, dock levelers, equipment elevators and dumbwaiters.

1.1. This full maintenance contract signifies a VTE service provider (Contractor) takes total service responsibility for the equipment identified in the contract. Except those services covered in paragraph 2 below, the monthly fixed price includes all inspections, maintenance, repairs, replacements, and routine and emergency service calls. This contract allows the Government to budget total yearly costs and eliminates concerns relating to individual parts repair or replacement invoicing. The Contractor assumes all responsibility and determines the amount of service visits and types of service required to keep the VTE operating safely and within the performance objectives of paragraph 6.

1.2. Work conducted on VTE will be in accordance with the American Society of Mechanical Engineers (ASME) A17.1-2007 (or applicable code for year VTE put in service), Safety Code for Elevators and Escalators (ASME A17.1), ANSI/ASME A17.2-2010, Guide for Inspection of Elevators, Escalators, and Moving Walks (applicable to equipment), A17.3-2011, Safety Code for Existing Elevators and Escalators (applicable to equipment), National Fire Protection Association Standards (NFPA), Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities, Occupational Safety and Health Administration (OSHA) Standards and the recommendations of the original equipment manufacturer (OEM).

2. EXCLUDED SERVICES. The following are not covered in the full maintenance service arrangement and are considered over and above services:

2.1. Alterations (a.k.a., modernizations) are not covered in the full maintenance service arrangement. (See Paragraph 3.2)

2.2. Acts by parties other than the Contractor of vandalism, abuse, negligence, damage resulting from rescue and recovery operations, acts of God (including damage resulting from emergency power generator power spikes and low quality) are not included in the contract.

2.3. Additional items excluded in the full maintenance coverage are cosmetic, construction, ancillary components of the VTE system including the finishing, repairing or replacement of the cab enclosure, ceiling frames, hoistway door panels, door frames, sills, car flooring, floor covering, main line power switches, main power breaker(s), hydraulic elevator jack outer housing, buried piping, smoke and fire sensors, fire service reports, main communication feeders to controller, security systems, batteries for emergency lighting and lowering that are not solely dedicated to the VTE, air conditioners, and heaters.

2.4. Routine cleaning and refinishing of the interior of cars and the exterior of the hoistway doors and frames is not included in the basic full maintenance service.

2.5. In the event that the Contractor encounters an item of work included in paragraph 2.1 through 2.4, the Contractor will report the situation to the Contracting Officer's Representative (COR). The report will include the work location, a detailed scope of the required work, justification for Contractor determination that the work was not included in the contract, and an itemized cost estimate (including time to repair, all required parts and a breakdown of labor hours). **NOTE: Any part, component or assembly unavailable from the manufacturer due to obsolescence, remains the Contractor's responsibility to obtain an engineered equivalent product from a commercial source.**

3. DEFINITIONS:

3.1. Maintenance, Repair and Replacement. Maintenance, repair and replacement are on existing VTE and included in the contract scope of services. All maintenance, repair and replacement of damaged, broken, or worn parts are to be done in a manner that ensures that the equipment may be operated safely. Maintenance, repair and replacement are actions to restore equipment to a state in which it may safely perform its required operations as installed in accordance with the manufacturer's recommendations. See ASME A17.1 for requirements.

3.2 Alteration. An alteration is also on existing VTE but is not included under the full maintenance service arrangement. Alteration/modernization will be covered on an over and above Contract Line Item or it may result in a modification to the contract. The typical alteration results in a betterment to the safe operation of the equipment. In the case of elevators, when an alteration is made, all affected safety requirements must be complied with. All work as part of an alteration is required to comply with specific requirements of the current ASME A17.1 Code edition. See ASME A17.1 for requirements.

4. MAINTENANCE AND INSPECTION SERVICES:

4.1. The Contractor with the CO/COR (or representative) shall determine the working order and condition of all VTE listed in Appendix B within thirty (30) calendar days of contract award. The Government will either replace missing items or repair all items not in working order or serviceable condition, or the CO will direct the Contractor to replace the missing items, accomplish the repair, and reimburse the Contractor in accordance with the contract. The CO will give instructions for situations where a unit requires a level of repair potentially constituting alteration as described by paragraph 3. The Contractor and the CO shall certify their agreement as to the working order of the equipment. All repair work shall be in accordance with standard commercial practices using only new parts of equal quality specified by the VTE manufacturer in effecting repairs (substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency).

4.2 The Contractor shall develop and submit to the Government an annual written Maintenance Control Program (MCP) for each VTE within thirty (30) calendar days after contract award to cover the basic contract and any option periods. The MCP shall, at a minimum, include required

inspections, timelines for inspections and maintenance to be performed. The Contractor shall perform inspections and maintenance of all VTE in accordance with the MCP. The MCP shall ensure compliance with all minimum code requirements.

4.3. The Contractor shall perform maintenance in accordance with the MCP to ensure reliable and continuous safe operation. The maintenance work shall be in accordance with commercial practices or manufacturer's specifications, if available, and shall be intended to maintain the VTE in safe and reliable operating condition. The MCP is required to specify appropriate intervals for specific maintenance items.

4.4. Cleaning of equipment spaces and daily cleanup of job sites in conjunction with maintenance, inspections and tests, and repairs are required.

4.5. The Contractor shall perform necessary inspections and tests as required under ASME A17.1 Appendix N, using a Qualified Elevator Inspector (QEI). The first annual test shall include the five-(5)-year test for all traction and roped hydraulic elevators regardless of due date. The three-(3) - year test shall be scheduled in conjunction with the annual test two years later from the first annual test.

4.6. The Government may perform inspections of the VTE at no cost to the Contractor for purposes of capital asset management and quality assurance. If discrepancies are discovered during these inspections, the Contractor will be notified in writing of any determination and may be responsible for the corrective actions.

4.7. The Contractor shall prepare and submit a written report within two (2) business days of work. The report shall identify each VTE, the location, maintenance work performed, repairs needed, date of inspection, name of inspector, and overall condition of the VTE.

4.8. The Contractor shall maintain a copy of all current VTE inspection documentation, along with an index indicating the location, date inspected, and date of the next required inspection having provided the original to the CO/COR. The index and copies of certificates shall be delivered to the CO/COR upon request; however, no later than one (1) business day of a request to review.

5. REPAIR SERVICE CALLS. Contractor shall provide service calls (routine and emergency) under the full maintenance service agreement at no additional charge. All repair work shall be done in accordance with standard commercial practices. Contractor shall repair and replace components of the VTE at no additional cost to the Government. When a component in a labeled product is replaced, it must be replaced with an identical component manufactured under the original labeling service (certifying agency). Substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency. The parts used for replacement are required to comply with all the requirements that the old parts originally complied with. The Unified Facilities Guide Specifications (UFGS) and the UFC will be used to benchmark acceptable replacement components. See UFGS 14 21 00. 00 20 Electric Traction Elevators, UFGS 14 21 13 Electric Traction Freight Elevators, UFGS 14 21 23 Electric Traction Passenger Elevators, and UFGS 14 2 00 Hydraulic Elevators for guidance.

5.1. **Routine Calls.** Service calls will be classified as routine when the work or adjustments do not qualify as an emergency call.

5.1.1. In the event of a malfunction of any VTE during normal business hours, the Contractor shall report within four (4) business hours after notification by the CO or COR.

5.1.2. The Contractor shall respond in-person to the VTE and begin work on routine service calls at no additional cost to the Government within 4 hours after receipt of the call on regular scheduled work days/hours.

5.1.3. The Contractor shall report to the work location, survey the repair, and provide the CO/COR an estimate of time and cost of repairs not covered in the full maintenance service contract, but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the CO/COR. The Contractor shall prepare and submit to the CO/COR a written report within two business days after the repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

5.2. **Emergency Calls.** Emergency calls are defined as calls made for services when a VTE system fails and constitutes a danger to personnel; threatens to damage properties; or threatens to disrupt activity, operations, and/or training missions.

5.2.1. The Contractor will be contacted by either the CO or the COR in the event emergency repairs must be conducted. These are the only personnel authorized to contact the Contractor.

5.2.2. The Contractor shall respond in person to the VTE and begin work on emergency service calls within 2 hours after receipt of the call. The Contractor will provide a primary and alternate emergency contact number. The Contractor must remain onsite through the completion of the repair to ensure correction of the malfunction or to remove the system from service.

5.2.3. The Contractor shall report to the work location, survey the repair, and provide CO/COR an estimate of time to repair and cost of repairs not covered in the basic full maintenance service contract but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the CO/COR. The Contractor shall prepare and submit to the CO/COR a written report within two business days after the emergency repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.

6. SERVICES SUMMARY.

The Government will evaluate the Contractor performance in accordance with the following criteria. Performance evaluations will be rendered in one or more Government databases for that purpose.

Performance Objective	PWS Para	Performance Threshold	Method of Assessment
1. Written Maintenance Control Program (MCP) for each VTE for all equipment. MCP identifies all maintenance intervals to include safety inspections.	4	MCP in accordance with ASME A17.1 delivered to CO in 30 calendar days of contract award.	COR site inspection during contractor inspections and maintenance visits. Random COR site visits to test elevators' full functionality.
2. VTE Service Availability	4	VTE availability is 95%. Calculation = ((sum of all VTE * # days in service during the selected month for each VTE) / (# VTE * # days in the selected month)).	COR site inspection during contractor inspections and maintenance visits. Random COR site visits to test elevators' full functionality.
3. Repair Service Call Routine – Response Time. Response to routine calls within time specified in paragraph 5.1.2.	5	Response to routine service calls are on-time 100% of the time on a monthly basis.	COR site inspection during contractor inspections and maintenance visits. Random COR site visits to test elevators' full functionality.
4. Repair Service Call Emergency – Response Time. Response to emergency calls within time specified in paragraph 5.2.2.	5	Response to emergency service calls are on-time 100% of the time on a monthly basis.	COR site inspection during and after service to ensure contractor's timely response and repairs were made in accordance to this PWS.
5. Service Call Repairs – Repair Quality. Repairs are of high quality resulting in reduced call backs.	5	Only two call backs of the same problem (same instance) each month.	COR site inspection during and after service to ensure contractor's timely response and repairs were made in accordance to this PWS.
6. Inspection – MCP Adherence	4	Inspection to MCP 100%	COR will verify each report is received and acceptable as prescribed by PWS.

7. GOVERNMENT FURNISHED PROPERTY AND SERVICES. The Government does not anticipate providing any Government furnished property (GFP).

8. GENERAL INFORMATION.

8.1. QUALITY CONTROL. Contractor shall develop and maintain a quality control program (QCP) to ensure maintenance and repair services are performed in accordance with ANSI/ASME A17 and other applicable standards and codes. The Contractor shall develop and implement procedures to eliminate reoccurrence of once identified/repaired defects. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in Paragraph 6, *Service Summary*. The QCP shall demonstrate how the Contractor ensures quality performance during the contract period of performance. The Contractor shall maintain the QCP throughout the period of performance of the contract. The CO will be provided updates to the QCP as they occur during the period of performance. The QCP will identify the procedures in writing for inspections, individual responsible, VTE MCP, and the location of all inspection records and key control logs which will always be available to the Government upon request. The QCP will have the inspection forms and records which will be used for the service. The Contractor will identify to the CO/COR the responsible quality control inspector to notify in case of customer complaints. The Contractor shall submit a QCP within fourteen (14) days after contract award. The QCP at a minimum shall include:

- Procedures to cover all services listed in PWS
- Procedures to ensure quality is provided
- Identify personnel by name, duty title, and job description assigned to BAFB
- Key control procedures
- Discrepancy procedures/corrective action plan
- How documentation will be accomplished on maintenance/inspections and discrepancies
- Safety
- Management procedures to obtain objectives
- Chemical usage, Material Safety Data Sheet (MSDS) request for approval
- Environmental concerns

8.2. QUALITY ASSURANCE. The Government will periodically evaluate the Contractor's performance in accordance with the Quality Assurance Surveillance Plan.

8.3. HOURS OF OPERATION. Except for emergency services, the Contractor shall perform the regular inspection and maintenance services required under this contract between the hours of 0700 and 1600, Monday-Friday, except Federal Holidays listed below. Operations outside these hours shall require prior approval from the Government. The Contractor shall notify the Government of any problems with adhering to the designated timeframe. In addition, the Contract Manager must be available between the hours of 0700 and 1600 to discuss or rectify any issues that may arise during business hours. Federally recognized holidays are listed below:

New Years Day – 1st of January
Martin Luther King Day – 3rd Monday in January
Presidents' Day – 3rd Monday in February
Memorial Day – Last Monday in May
Independence Day – 4th of July
Labor Day – 1st Monday in September

Columbus Day – 2nd Monday in October
Veterans Day – 11th of November
Thanksgiving Day – 4th Thursday in November
Christmas Day – 25th of December

When the scheduled service falls on a recognized holiday, the service shall be performed by the Contractor on the next business day at no additional cost to the Government, along with the service already scheduled for that particular day. If a holiday falls on a Saturday, it may be observed on Friday. If the holiday falls on Sunday, it may be covered on Monday.

8.4. SECURITY REQUIREMENTS. The Contractor shall comply with all Buckley AFB (BAFB) security requirements. BAFB is a controlled/restricted area and special security procedures are utilized. The Contractor shall be responsible for security of their work areas in cooperation with applicable base agencies.

8.4.1 SECURITY ARRANGEMENTS. The Contractor shall arrange all needed security support for this PWS. To gain unescorted access on to BAFB, the Contractor will obtain a DBIDS card. The DBIDS paperwork must be submitted to the COR for Security Forces approval before the card can be issued to the Contractor. The Government will assist the Contractor to coordinate security matters with the 460th Civil Engineer Squadron (CES) and other base agencies, as needed.

8.4.2 CONTRACTOR'S VEHICLES AND DRIVERS. All drivers will have in their possession the following documentation: base identification card, valid driver's license, vehicle registration, and insurance card. Any driver who does not have all of these items will be turned away and denied access to the installation. Contractor vehicles may be searched prior to being allowed access to the installation and at any time while on base.

8.5. CONTINUATION OF ESSENTIAL DEPARTMENT OF DEFENSE SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER. All services to be performed under this contract have been determined to be mission essential for performance during crisis and according to Department of Defense (DoDI) 3020.37 (including the hours of operation) and Air Force implementation thereof, it is determined that the Contractor will be required to perform during crisis, unless otherwise directed by an authorized Government representative.

8.6. SPECIAL QUALIFICATIONS. The Contractor will be licensed by the State in which the work is conducted to provide the services specified in this contract. All work will be performed by personnel who are trained and qualified for the systems and equipment. Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements (documentation provided to CO/COR upon request) in maintenance of VTE.

8.7. SCHEDULE COORDINATION. The Contractor shall be responsible for coordinating all phases of his/her operations with the appropriate base personnel through the CO/COR. The facilities shall remain in operation while the Contractor is working, and it is up to the Contractor to coordinate around the normal activities of the facility.

8.8. ENVIRONMENTAL CONTROL. The Contractor shall comply, and ensure that all subContractors comply, with all applicable federal, state, and local laws, regulations, ordinances, policies and standards related to environmental matters. Where applicable, the Contractor shall use environmentally safe products in the course of completion of their project. The Contractor shall maintain, in company vehicle on site, Material Safety Data Sheets (MSDS) for all chemicals. A copy of all MSDS will be provided to the CO/COR. The MSDS data is subject to random checks by the Government. Contractor shall maintain, and provide on demand, an inventory of materials being brought on the Government facility. The Contractor shall complete, and provide on demand, monthly inventories of HAZMAT used, including but not limited to: solvents, paints, degreasers, greases, Ozone Depleting Substances, and oils brought on to the Government facility. If the Contractor spills or releases any HAZMAT or other substance contained in 40 CFR 302 into the environment, the Contractor shall immediately notify the CO/COR and appropriate emergency responders. The Contractor is responsible for all costs associated with clean-up and restoration, including any applicable fines and/or penalties. The Contractor shall maintain a spill plan as required by federal, state, and local laws and regulations.

8.9. ASBESTOS. The Contractor shall comply with Section 29 CFR 1910.1001(j)(7)(iv). VTE may be located in facilities that may contain Asbestos Containing Material (ACM) or Presumed Asbestos-Containing Material (PACM). The Contractor (not the Government) shall determine if any exposure to ACM may result in performing work under the contract.

8.10. OPSEC REQUIREMENTS WITHIN CONTRACTS. Contractor(s) shall comply with all provisions of AFI 10-701, dated 8 Jun11, and applicable AFSPC Supplement. Key excerpts are below:

8.10.1. Contractor(s) will practice OPSEC to protect critical information for specific Government contracts and subcontracts. Contractor(s) should identify OPSEC measures in their requirements documents and ensure they are identified in resulting solicitations and contracts. Contractor(s) will consider OPSEC for all contractual requirements. Contractor(s) will protect critical, sensitive and For Official Use Only (FOUO) contracted information. The user organization will provide OPSEC guidance for the Contractors. The following OPSEC guidance is provided:

- a. Organization's critical information list.
- b. Adversaries' collection threat information as it applies to the organization's mission and the contract, (phishing, dumpster diving, etc.).
- c. Operations security guidance (AFI 10-701).
- d. Specific OPSEC measures the organization requires (as appropriate).
- e. 100% shred policy.
- f. Out-of-office replies/messages.
- g. E-mail guidance with respect to OPSEC.
- h. OPSEC Training.

8.10.2. All required OPSEC training will be provided free to mission partners and Contractors from the Government OPSEC Coordinators.

9.0. CONTRACTOR MANPOWER REPORTING. The Contractor shall report ALL contract labor hours (including subContractor labor hours) required for performance of services provided under this contract for the Buckley AFB – Vertical Transportation Equipment Maintenance, Repair and Inspection Services via a secure data collection site. The Contractor is required to completely fill in all required data fields at <http://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October* of each calendar year. Contractors may direct questions to the Contractor Manpower Reporting Application (CMRA) help desk.

Reporting Period: Contractors are required to input data by 31 October of each year.

APPENDICES.

A. VTE Equipment Listing

B. Maps

Appendix A
VTE Equipment Listing

Item	Type of VTE	Location of VTE (Bldg Number)	Manufacturer	Capacity (LBS)	Year Installed
EQPT-0035-01	Hydraulic/Passenger Elevator	35	EUI/MCE	4,000	2004
EQPT-0730-01	Hydraulic/Passenger Elevator	730	Minnesota Elevators	5,000	1987
EQPT-1005-01	Hydraulic/Passenger Elevator	1005	Dover	2,500	1994
EQPT-1030-01	Hydraulic/Passenger Elevator	1030	Schindler	3,500	2005
EP11-000131	Electric Traction Elevator	390	Schindler	3,500	2011
EP11-000132	Electric Traction Elevator	390	Schindler	3,500	2011
NHP 1300	Hydraulic/Freight Elevator	331	Vertitron	3,500	2011
NHP 1301	Hydraulic/Passenger Elevator	331	Vertitron	2,100	2011
NHP 1302	Hydraulic/Passenger Elevator	331	Vertitron	2,100	2011
NHP 1303	Hydraulic/Passenger Elevator	332	Vertitron	2,100	2011
EGB 449	Hydraulic Passenger Elevator	1028	Thyssen Krupp	2,100	2013

Appendix B

Maps

Installation maps may be provided after contract award upon request and subsequent issuance of a Task Order.